



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

December 8, 2008

Jack Lee Rose, Jr., Controller
Ventura Foods
2900 E. Jurupa Street
Ontario CA 91761

Dear Mr. Rose:

RE: **FINAL MONITORING VISIT REPORT** for Ventura Foods– **ET07-0264**

Date of the Visit:	11/7/08
Beginning/Ending Time:	10:00 am – 12:45 pm
Date of Last Visit:	7/22/08
Visit Location:	Ontario
Persons in attendance:	Susan Barrera, HR Manager, Ventura Foods Annabelle Caballero, HR Assistant, Ventura Foods Ryan Swier, Contract Analyst, ETP
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	2/6/07-2/5/09	Agreement Amount:	\$695,232
Training Start Date:	2/7/07	No. to Retain:	544
Date Training must be Completed:	11/5/08	Range of Hours:	24 - 160
Type of Trainee:	Retrainee	Weighted Ave. Hours:	71

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5353 Mission Center Road, Suite 110
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ETP (04/15/05)

FINAL REPORT SUMMARY

The Agreement was executed and training began on 2/7/07. Your staff reported that all training was completed on 11/5/08 which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 2/5/09.

INTERVIEW WITH THE CONTRACTOR REPRESENTATIVE

Ms. Barrera reported that ETP-funded training has increased employees skills in computer, manufacturing and continuous improvement skills. She felt the poor performance was mainly due to the delay of four plants closing down and consolidating into the new plant in Ontario, CA which took two years longer than anticipated. Additional delays in training included difficulty in scheduling training around the production line and the slow down in the economy.

Ms. Barrera reported that there were problems administering the Agreement due to changes in administrators. The project was passed over to her mid-way through the Agreement term. The HR Assistant who was handling the administration of the project left shortly after the move into the Ontario plant. Ms. Caballero (who had prior experience with ETP) was then hired and took over administration duties. Due to inaccurate record keeping by the prior administrator and some ineligible course topics all records were deleted from the ETP online system. Ms. Caballero stated it was much easier to re-enter in the correct hours and found the ETP online system to be user-friendly.

PROJECT STATUS

Trainees Started Training:	427
Trainees Enrolled:	456
Dropped Following Enrollment:	2
Completed Minimum Training Hours:	82
Completed Training:	82
Completed Retention:	0

The chart below lists the training hours provided to the 427 trainees tracked on-line who reached the specified benchmarks:

NUMBER OF TRAINEES: (# TRAINEES)	HOURS COMPLETED	PERCENTAGE OF TOTAL ENROLLED (208)
345	1-23.75	80.8%
77	24-49.75	18%
4	50-74.75	1%
1	75+	0.2%

The aforementioned 82 retrainees were provided a total of 2,583 hours of training. Therefore, Ventura Foods can potentially earn \$46,494 in reimbursement (6.7 percent of encumbered funds), if all Agreement terms and conditions are met. As of the date of

this monitoring report, Ventura Foods had invoiced ETP for \$36,125.25 of which \$0 is considered earned and approved by ETP. All retrainees will be invoiced at close out as they are awaiting the end of the 90 day retention period.

ATTENDANCE ROSTERS:

During the Monitoring Visit, Mr. Swier randomly selected the attendance records of five enrolled trainees. The review of the records revealed that the five trainees had completed from 24.05 – 42.75 hours of class/lab training. The review sample consisted of original daily class/lab attendance rosters for training provided from March 19, 2007 through October 30, 2008. Mr. Swier compared the information in the ETP on-line class/lab tracking system with the attendance rosters to ensure that the information was consistent.

The review of the completed rosters revealed that the information on the rosters was in accordance with Title 22, California Code of Regulations, Section 4442, Record Keeping and consistent with information in the ETP on-line tracking report.

SUBAGREEMENTS:

No training or administration subcontractors were used under this contract.

AUDIT:

Ventura Foods will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

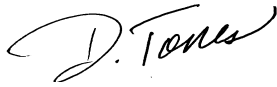
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information contained in this letter, please contact Ryan Swier at (619) 686-1902, or e-mail him at rswier@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Torres".

Diana Torres, Manager
San Diego Regional Office

A handwritten signature in black ink, appearing to read "R. Swier".

Ryan Swier, Contract Analyst
San Diego Regional Office

cc: Susan Barrera, HR Manager, Ventura Foods
Annabelle Caballero, HR Assistant, Ventura Foods

Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File